

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

May 14, 2003

Prepared by: Russell Grace

Final Date: June 11, 2003

Members Present

Tony Dickerson
Russell Grace
Joe Guerrero
Ivonne Guzman-Cicero
Teresa Medeiros
Charles Ross
Debbie Sanchez
Judy Yee

Guests Present

Catherine Witherspoon
Gayle Yost
Cindy Francisco

Members Absent

The meeting was called to order at 9:34 a.m. It was held via videoconference between the Cal/EPA Headquarters Building, Conference Room 550, located in Sacramento, and the ARB El Monte offices, Conference Room 111, A&B in Annex 2. Debbie Sanchez was introduced as the successor to Stephanie (Hernandez) Connelly as the permanent, ongoing appointment from the EEO. Ms. Catherine Witherspoon, the newly appointed ARB Executive Officer, attended at the invitation of Tony Dickerson.

APPROVAL OF PREVIOUS MINUTES

Joe Guerrero distributed the January 2003 meeting minutes to EEOAC members electronically and has received a few comments. He will incorporate the changes and comments received to the minutes and re-distribute to the EEOAC for approval.

An electronic version of the March 2002 minutes is needed for posting to the internet. Cindy Francisco has the new responsibility of maintaining the EEOAC web page and will post all current approved minutes and update the web page as needed.

EQUAL EMPLOYMENT OPPORTUNITY REPORT

Gayle Yost reported that Debbie is working on the Annual Workforce Analysis, which is the main project of the EEO at this time. This report is due to the Board through the Executive Office by July 1.

DISABILITY ADVISORY COMMITTEE REPORT

No information to report.

CONTINUING (OLD) BUSINESS

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2002 EEOAC Accomplishment Report

The draft report has been written by Tony in consultation with Gayle. Tony will distribute the draft report to the EEOAC for review and comments before finalizing and presenting to Mike Scheible. The draft report summarizes the four events sponsored by the EEOAC, namely, the Disability Awareness seminars held in October in Sacramento and in November in El Monte, and the Upward Mobility seminars held in September in Sacramento and in October in El Monte.

Ideas for 2003

Various ideas are being explored for possible events later this year. The committee is developing a survey to identify the main areas that ARB staff perceive as needing attention as it pertains to the EEOAC. The results of the survey will be a valuable tool in determining areas where more education and awareness is necessary.

Posting of EEOAC Meetings

It was proposed that the calendar year's events be posted on the EEOAC web page. Also, the regularly scheduled EEOAC meeting agenda will be posted on the InsideARB web page at least seven days prior to the meeting. If the meeting is cancelled, that notice will also be posted at least seven days prior to the scheduled meeting date. The EEOAC web page will be revised and the meetings will be listed under "Meetings Schedule for 2003."

Posting of Approved Minutes on the EEOAC Web Page

The EEOAC web page will be redesigned by Cindy to more closely follow the ARB standard format. Cindy will post the approved minutes of each meeting.

NEW BUSINESS/OPEN AGENDA ITEMS

New Committee Members

Gayle has spoken to each of the current EEOAC members to determine whether each was able and willing to continue serving on the committee. Analisa Bevan has stepped down from the committee. Two other members, Charles Ross and Judy Yee agreed to also leave the committee if during the recruitment process there was enough interest expressed by other ARB staff to become members. Ivonne Guzman-Cicero will continue serving on the EEOAC but will complete her time as DAC representative leaving the position open. Gayle will advertise the EEOAC vacancies on the InsideARB.

There was some discussion about specifically encouraging El Monte staff to apply for the upcoming vacancies on the committee.

Employee Survey

Prior to the meeting Tony distributed a draft employee survey for the EEOAC members to review. There was an extensive discussion on this survey which is to focus on the core mission of the EEOAC in ensuring a safe and non-hostile workplace for all ARB staff. It was suggested that the survey follow the EEO Program Policy statement recently issued by Catherine Witherspoon. A subcommittee, consisting of Tony,

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Charles and Joe, was formed to refine the survey and present it to the committee by the next meeting.

NEXT MEETING

June 11, 2003 at 9:30 a.m. in the Cal/EPA Headquarters Building, Conference Room 550, located in Sacramento, and in the ARB El Monte offices, Conference Room 111, A&B in Annex 2.

ADJOURN

The chairperson adjourned the meeting at 11:15 a.m.